



NOTICE OF CORRECTION

JULY 6, 2006

DEPARTMENT: CALIFORNIA GAMBLING CONTROL COMMISSION
POSITION TITLE: CEA 2, DEPUTY DIRECTOR, COMPLAINEE DIVISION
EXAM BASE: SERVICEWIDE PROMOTIONAL
FINAL FILING DATE: JULY 14, 2006

The following changes have been made to this exam:

THIS POSITION IS A 14 MONTH LIMITED TERM POSITION.

We apologize for any inconvenience this may cause.

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
SELECTION UNIT
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922

CEA



CAREER EXECUTIVE ASSIGNMENT

SERVICEWIDE PROMOTIONAL EXAMINATION LIMITED TERM – 14 MONTHS

DEPARTMENT: California Gambling Control Commission

POSITION TITLE: Deputy Director, Compliance Division
CEA LEVEL 2

SALARY: \$7,302 - \$8,051

FINAL FILING DATE: July 14, 2006
Applications, resumes and Statements of Qualifications
must be postmarked by the final filing date.
(Faxed applications will not be accepted.)

POSITION DESCRIPTION

Under the administrative direction of the Executive Director and the Commissioners of the California Gambling Control Commission (CGCC), the Deputy Director, Compliance Division develops, implements, and administers policies of the Compliance Division. The CGCC is charged with the oversight of all operational aspects of gambling establishments in the State of California and for ensuring that those involved in gaming in any manner are qualified and that the health, safety, and welfare of the public is protected. The CGCC is responsible for ensuring tribal gaming is operated in compliance with provisions of the Tribal-State compacts, that card rooms comply with provisions of the Gambling Control Act, and that those involved with gaming (manufacturers and distributors) also comply with all applicable provisions of the Gambling Control Act and the Tribal-State compacts. The Deputy Director, Compliance Division formulates new and revises existing policies establishing and maintaining programs to ensure compliance with the California Tribal-State Gaming Compacts, such as the Gaming Device license Issuance Program, the Financial Source Registration Program, the Revenue Sharing Trust Fund Program, the Tribal Casino Auditing Program, and multiple other compliance programs as required. As a key member of the CGCC Executive Team, participates fully in the formulation, development, and implementation of agency wide policies that affect the gambling industry. Coordinates policy positions, activities, and works with the Division of Gambling Control within the Department of Justice, tribal government, and federal governmental agencies such as the federal National Indian Gaming Commission (NIGC).

FILING REQUIREMENTS

Applicants must first meet the following filing requirements:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the following Minimum Qualifications:

MINIMUM QUALIFICATIONS

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the legislative and Executive branches; analyze complex problems and recommend effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

EXAMINATION INFORMATION

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed below, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Certification in public accounting (CPA) or internal auditing (CIA).
- Experience at the managerial or supervisory level in the development and implementation of policies relating to specific departmental programs.
- Experience in managing multi-disciplinary professional and technical staff in order to advance the activities of a diverse program.
- Experience in dealing with a variety of internal and/or external groups on issues of a high profile and/or politically sensitive nature.
- Experience developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e., the Legislature, local, state and/or federal government, the gambling industry, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.
- Experience presenting issues before the Legislature, local government, State Boards or Commissions, various control agencies, other State agencies, stakeholders and/or the public.

FILING INSTRUCTIONS

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.
- **Applications submitted without a Statement of Qualifications will be rejected from this examination.**

Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES, TESTING UNIT
ATTENTION: SUSAN BULMER
EXAMINATION: CEA 2, DEPUTY DIRECTOR, COMPLIANCE DIVISION, CGCC
Mailing Address: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

Street Address: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400
TDD 1-800-735-2929 ☎ Voice 1-800-735-2922

PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE

APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.

Release Date: 06/30/06